

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN OF COORDINATED SIGNAL SYSTEMS
FOR THE
CITY OF MEMPHIS**

Purpose: The City of Memphis is requesting the submittal of qualifications from qualified firms to provide design and construction administration services for coordinated signal systems.

Project Description: There are eleven road segments in Memphis included in the Metropolitan Planning Organization's (MPO) Congestion Mitigation and Air Quality (CMAQ) project, Deploy Traffic Signal Systems, Year 3. These segments are on Shelby Drive, American Way, Quince Road, Park Avenue, Walnut Grove Road, Airways, Mount Moriah, East Parkway, Poplar Avenue, Central Avenue, White Station Road and Getwell Road. The eleven road segments may be assigned as one project or split into several smaller projects.

Design Philosophy: The projects will be administered by the Division of Engineering of the City of Memphis. The Division of Engineering as the Owner's Representative and the Consultant will work as a cohesive team throughout all phases of the project, each providing needed expertise in their areas of specialization, and collectively bringing to the project the complementary talents required for a successful project completion. The goal of the team will be to establish a program and to achieve a design that satisfies the established program and is functional, efficient, and cost effective

Background: This is the third year of signal system designs funded by CMAQ money.

Scope of Services: The scope of services will include all design services from collecting the data required for design (traffic counts, speed runs, etc.) to the production of construction documents and construction administration services from the bidding of the project to final acceptance of the work. The intent of this scope of work is for the consultant to provide services to take the project from inception through construction and provide data necessary for the design and for submission by the MPO to the Federal Highway Administration for the MPO's certification.

Factors in Selection:

- Overall capability and experience of design team members
- Specific experience in the design of signal systems
- Specific experience and position in the firm of key individuals to be involved with the project

Design Contract Conditions:

- The successful proposer(s) will be expected to sign a City of Memphis negotiated contract on a lump sum basis.

Format/Content of Proposals:

- A. **Format** - Submittals should be on 8 ½ x 11 sheets (fold-out sheets permitted) contained in one loose-leaf binder no greater than 1 ½" in thickness. Five (5) copies shall be submitted. Proposals will not be returned. Proposals not conforming to the required format will not be considered.
- B. **Content** - As a minimum, proposals should contain the following:
1. Organization chart showing the team's member firms. If only one firm is involved, the chart should show the individuals who will be team members.
 2. Information on the member firms, discussing their experience with signal systems and the role each shall play.
 3. A one-page resume on individual team members.
 4. A description of the proposed approach the team will take in providing specific services requested and the proposed staffing of the various phases of the project, in terms of full- time and part-time team members.
 5. Firms submitting qualifications are not expected to include cost information at this time.

Submittal Schedule: Proposals should be addressed to:

Mr. Richard M. Merrill
City Traffic Engineer
Division of Engineering
125 N. Main Street – Room 668
Memphis, TN 38103

and received not later than 1:00 p.m. on Monday, January 9, 2006.

Method of Selection: Submittals will be reviewed by a panel made up of personnel from the Division of Engineering who will make a recommendation for selection. Proposers may be asked to submit a proposal and/or invited for an interview, if that is considered necessary. All proposers will be advised when selection has been made.

Reservations: The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.